

Protocol for Visitors for accessing the Kirstenbosch Research Centre (KRC)

Access

- Access to any of the facilities at the KRC including laboratories and the Compton Herbarium will be by **Appointment Only**
- Before your planned visit contact the Facilities Champions (FC) Ferozah Conrad (f.conrad@sanbi.org.za) and Anthony Magee (a.magee@sanbi.org.za). Please provide your identity number, home address and cellphone number, dates and times of visit/s and the purpose for the visit. The personal details are required for the Visitor Attendance and Contact Tracing registers

Screening

- Complete and submit the health assessment screening questionnaire [online](#) before arrival at the KRC. If you are showing any of the symptoms screened (cough, fever, sore throat, muscle or body pains, shortness of breath or loss of smell or taste) you should stay at home and reschedule your appointment
- Temperature screenings will be done by the security at the 4 way stop and the reading will be communicated to you (for recording at reception). If your temperature is not within normal range you will be requested to wait 10 minutes before being retested. Should you record a temperature of 38°C or more you will be denied access and asked to return home to seek medical attention
- Report to reception at the Centre for Biodiversity Conservation (CBC) entrance where you will be checked against the Visitors Register and your temperature recorded
- The security at the CBC reception will only permit entry to those listed on the Visitors Attendance Register

General

- Masks are to be worn at all times
- Sanitise your hands when entering the building and regularly throughout the day. Sanitizers are distributed through the buildings.
- Limit your movement to the area/s you work in and refrain from moving between different wings and different buildings, unless absolutely necessary
- Please follow required hygiene practices, wash/sanitise hands regularly, avoid touching your face, wear your mask at all times (relevant posters are displayed as a reminder)
- At all times, practice social distancing by maintaining a space of 1.5m from others
- When you use communal appliances like the kettle or microwave, please wipe the surfaces as well as appliances after use. Our cleaning staff will be cleaning bathrooms more frequently as well as wiping down surfaces
- Leave passage doors open to reduce the need to touch handles